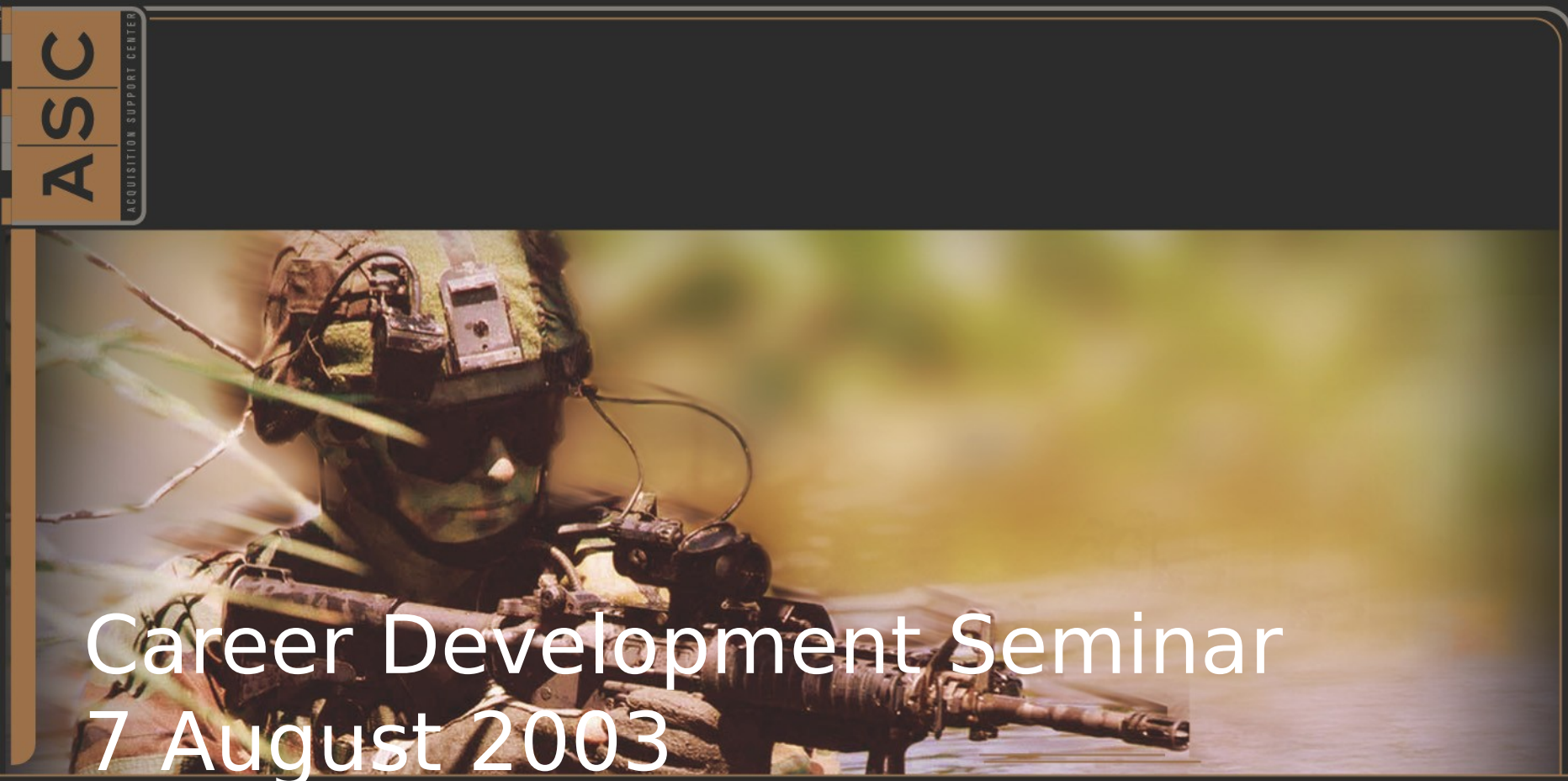


Career Development Seminar
7 August 2003

ACQUISITION SUPPORT CENTER
Southern/Western Region

AGENDA

- Career Management Requirements
- Policies
- PERSCOM
- Opportunities
- Upcoming Events
- Conclusion

CAREER MANAGEMENT

CAREER MANAGEMENT TOOLS

Acquisition Career Manager (ACM) Role

- Facilitates Flow of Information on Policies and Procedures
- Assist Army Acquisition Workforce Members With the Following:
  - Career Counseling
  - Acquisition Career Record Brief (ACRB)
  - Individual Development Plan (IDP)
  - Certification Requirements
  - Continuous Learning Points (CLPs)
  - Fulfillment
  - DAU Course Registration
  - Corps Eligible (CE) Membership
  - Competitive Development Group (CDG)
  - AETE Opportunities
  - Manage Regional Programs
  - Board Application Process
  - Placement of Rotating CDGs, PMs, SSC Graduates

CAPPMIS

Career Acquisition Personnel &
Position Management Information System
Help
About CAPPMIS
HOME
Acquisition Workforce
ACRB
Blank ACRB
IDP / CL
Approved APL Positions
AITAS Site
Acquisition Mgrs/Staff
[Auth Users Only]
Workforce Mgmt
IDP Admin
APL Review / Board
PEO / PM Mgmt
New User / New Career Mgr
! WELCOME !
This web site is designed as a resource for United States Army Acquisition Workforce Members, Army Acquisition Career Managers (ACM), the Acquisition Career Management Office (ACMO), and the Army Acquisition Executive Support Agency (AAESA). Our purpose is to provide an integrated suite of tools and up-to-date information to our customers to better manage and serve the Army Acquisition Workforce.
PLEASE NOTE: that most links will open new browser windows for easy return to this page.
For the Acquisition WorkForce
Acquisition Workforce personnel wishing to access their Acquisition Career Record Brief (ACRB) or Individual Development Plan/Continuous Learning (IDP/CL) records will be required to login to the system using 128-bit encryption. This and other features of this Website require Netscape Navigator version 4x / Microsoft Internet Explorer version 4x or higher (or comparable browser) with cookies and Javascript support enabled.
For the Acquisition Managers and Staff
Supervisors who need to approve employee IDP training or activities should use the "Supervisor Module" of the normal IDP/CL site . DO NOT use the "IDP Admin" button.
Career Managers desiring to use the WorkForce Management module must use the Citrix client. Application for a user account and download of the client software is available from the New User/New Career Mgr section of this site.

https://rda.rdaisa.army.mil/cappmis/

ACQUISTION CAREER RECORD BRIEF (ACRB)

- One Page Synopsis of Your Acquisition Career
- Civilian Equivalent to Military ORB
- Used for Verifying AL&TWF Status
- Used for All Competitive Boards
- Access Via the Web
- Updated By ACM Only
- Data Accuracy is IMPORTANT – Used For
  - Certification
  - AAC Accession
  - DAU Training
  - Reports to Congress

ACQUISITION CAREER RECORD BRIEF

UNCLASSIFIED//PRIVACY ACT PROTECTED INFO

SECTION I - CURRENT POSITION DATA

SECTION II - SECURITY

SECTION III - ACQ CORPS DATA

SECTION IV - PERSONAL

SECTION V - PREFERENCE

SECTION VI - EDUCATION

SECTION VII - AWARDS

SECTION VIII - ACQ/LEADER TRAINING

SECTION IX - CERTIFICATIONS/LICENSES

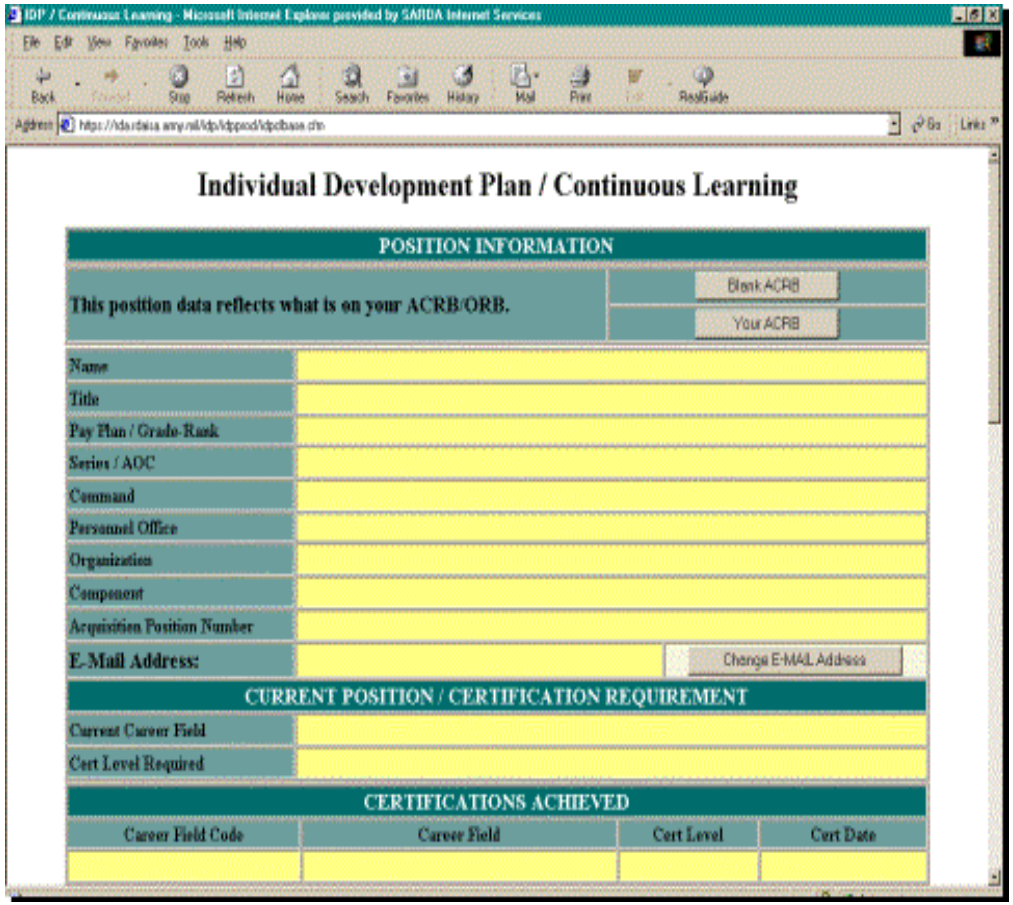
SECTION X - ASSIGNMENT HISTORY

FROM | TO | ORGANIZATION | LOCATION | COMMAND | DUTY TITLE

AL&TWF INDIVIDUAL DEVELOPMENT PLAN

- Required By Each AL&TWF Member
- Agreement Between Individual and Supervisor
- Vehicle Used to Document CLPs
- Automated Process
- Two Modules
  - Individual Module
  - Supervisor Module

Note: **DO NOT ADD** Courses or Conferences Completed Prior to 15 Dec 1998!



ATRRS INTERNET TRAINING APPLICATION SYSTEM (AITAS)

- Web-Based Application System for all DAU Training
- May Be Accessed Through CAPPMIS Web Site or Directly at: https://www.atrrs.army.mil/channels/aitas/
- Only Method to Submit Application for DAU Training
- Works in Conjunction With the On-Line IDP System – Courses Must Be Approved on IDP Before Making an On-Line Application!
- Used to Request Distance Learning/On-Line DAU Courses
- Provides Administrative Support (Travel Orders, Fund Cites, Etc.)

https://rda.rdaisa.army.mil/cappmis/
Then Click on "AITAS SITE"

ATRRS INTERNET TRAINING APPLICATION SYSTEM (AITAS)

ATRRS Internet Training Application System
Main Menu
Student
Prepare Application
Review Application(s)
Cancel Reservation/Wait
Delete Application
Update Profile
Resend Supervisor Email(s)
Course Lookup
Logoff
Help!
FAQ
How To's
Links
On-Site Information
Contact Information
AITAS Bulletin Board
Hybrid Schedule
ATRRS ONLINE
Notice to First Time Users
The ATRRS Internet Training Application System (AITAS) is to be used by Army personnel (Civilian and Military) to submit training applications for Defense Acquisition University Training. This includes classroom and Internet/Distance Learning classes. No action will be taken on applications submitted by non-Army personnel.
Warning & Usage Statement
This is a Department of Defense Computer System. This computer system, including all related equipment, networks, and network devices (specifically including Internet access) are provided only for authorized U.S. Government use. DoD computer systems may be monitored for all lawful purposes, including to ensure that their use is authorized, for management of the system, to facilitate protection against unauthorized access,

https://rda.rdaisa.army.mil/cappmis/
Then Click on "AITAS SITE"

POLICIES

CERTIFICATION

DAWIA Requires Establishment of Education, Training and Experience requirements for all acquisition positions.

Certification Level is Determined By Position Grade.

Certification Levels:

- Level I (Basic Level) – Grades 5-8
- Level II (Intermediate Level) – Grades 9-12
- Level III (Senior Level) – Grades 13 and Above

Certification Procedures Can be Found on the Southern/Western Region Web Site at http://southernregion.redstone.army.mil

CONTINUOUS LEARNING POLICY

- Established By OSD to Ensure Acquisition Professionals Develop and Stay Current in Leadership, Disciplinary and Functional Skills that Augment the Minimum Education, Training and Experience Standards for Their Acquisition Career Fields – **Career-Long Continuous Learning**
- Effective 1 Oct 02, All Members Shall Acquire a Minimum of 40 CLPs Every Fiscal Year or the Mandatory Requirement 80 CLPs Within Two Years
- CLPs Can be Earned in a Variety of Ways:
  - DAU Courses,
  - Leadership and Development Courses,
  - College Courses,
  - Seminars, Conferences, Published Papers
  - Developmental Assignments
- Employee/Supervisor Responsible for Tracking (IDP is the Vehicle for Recording and Tracking)
- **Supervisor Awards CLPs**
- **Supervisors Play a Key role in Continuous Learning**

FULFILLMENT

- Army Policy Revised – 17 Mar 03
  - Allows Fulfillment at All Levels
- Satisfies Mandatory Training Requirements Based on Previous Experience, Education, and/or Training Programs (i.e., Receive Credit Without Attending the Course)
- Document Experience and/or Training Associated With Each Course Competency to Receive Fulfillment Credit
- Follow Certification Procedures
- No Fulfillment Credit Granted for On-Line Courses
- OSD Policy/Form: http://www.dau.mil/career/files/fulfill99.pdf
- Army Implementing Instructions: http://asc.rdaisa.army.mil/

AAC and CE Membership

Army Acquisition Corps

Acquisition Career Managers for

Southern/Western Region PERSCOM

Roosevelt.Ingram@us.army.mil 703-325-3222 DSN 221-3222

Kenneth.Winters@us.army.mil 703-325-3215 DSN 221-3215

Definitions

Army Acquisition Logistics & Technology Workforce (AL&TWF)

- All Employees in an Acquisition Position Normally, (Civilian) GS-05 to SES and (Military) Captain to General

Army Acquisition Corps (AAC) (A Subset of the AL&TWF)

- Individuals Who Have Applied for and Been Accepted for Corps Membership By Meeting the Statutory/Regulatory Requirements

Critical Acquisition Positions (CAP)

- Acquisition Positions at the Grade of GS-14/ LTC and Above

Corps Eligible (CE)

Experience

- Four Years of Acquisition Experience

Training

- Completed Minimum Level II Certification or the Mandatory Training Requirements in an Acquisition Career Field (ACF)

Education (Must Have Both a and b)

a) BS degree

b) 24 Semester Credit Hours from the Business Disciplines

Corps Eligible (CE)

OR

c) 24 Semester Credit Hours in an ACF and 12 Semester Hours from the Business Disciplines

<u>Exceptions:</u> There are Two Exceptions to Education

and 24/12 Requirements Above

1) 10 Years Acquisition Experience as of Oct l, 1991

OR

2) Served in an Acquisition Position on Oct 1, 1991 and Have 24 Semester Hours in Business

Corps Eligible (CE)

Benefits

- CDG Program
- Career Enhancing Opportunities
- Leadership Opportunities
- Training Opportunities

AAC Membership

Requirement: Army Acquisition Corps Membership is Required for All Individuals Who Occupy Critical Acquisition Positions (CAPs).

Eligibility for the AAC is determined By:

- Status
- Experience
- Training
- Education

CERTIFICATION VS. ACQUISITION CORPS

- Required of All Personnel in Acquisition Positions (All Grades)
- Position Determines the Specific Acquisition Career Field and Level of Certification Required
- Certification Required Within 18 Months After Assignment to a Position.

- Required of All Personnel in Critical Acquisition Positions (GS-14 and Up)
- Membership Based on Meeting Minimum Statutory Qualifications
- Requires Level II Training in an Acquisition Career Field
- Must be AAC Member Before Placement Into a CAP

AAC Membership

There are a Number of Ways to Become an AAC Member:

- Selection for CAP
- Currently Occupying a CAP
- GS-13 (Corps Eligible)
- Completion of Competitive Development Program
- Transfer AAC Membership from Another DOD Component

Please Contact Us to Assist You in Becoming a AAC Member

AAC Membership

Requirement: Army Acquisition Corps (AAC) Membership is Required for All Individuals Who Occupy Critical Acquisition Positions (CAPs).

Eligibility for the AAC is Determined By:

- Status
- Experience
- Training
- Education

AAC Membership

Status

- Selected for or Serving in a CAP GS-14/Demo Equivalent and Above Position

Experience

- Four Years of Acquisition Experience

Training

- Completed Minimum Level II Certification or the Mandatory Training Requirements in an Acquisition Career Field (ACF)

AAC Membership

Education (Must Have Both a and b)

a) BS Degree

b) 24 Semester Credit Hours from the Business Disciplines

OR

c) 24 Semester Credit Hours in an ACF and 12 Semester Hours from the Business Disciplines

<u>Exceptions:</u> There are Two Exceptions to Education and

24/12 Requirements Above

1) 10 Years Acquisition Experience as of Oct l, 1991

OR

2) Served in an Acquisition Position on Oct 1, 1991 and Have 24 Semester Hours in Business

Application Process

Submit Package to PERSCOM at the Following Address:

Commander
U.S. Total Army Personnel Command
ATTN: TAPC-OPB-E
200 Stovall Street, Rm 7N35
Alexandria, VA 22332-0411

WITH the Following Documents:

- Request from CPO
- ACRB
- College Transcript
- Resume
- Mobility/Tenure Agreement

Note: Employees Currently Occupying a CAP, but Who Are Not AAC Members, Contact Us at PERSCOM for Processing

GS-13 AAC Membership

DDACM Expanded AAC Membership to Include Eligible GS-13, Army A&TWF Members, in June 2001

Eligibility

- GS-13/Demo Broadband Equivalent (If in Broadband, the Equivalent Should Be Salary of GS-13/4)
- Corps Eligible Status
- Certified Level III in an ACF

GS-13 Application Process

Submit Package to PERSCOM at the Following Address:

Commander
U.S. Total Army Personnel Command
ATTN: TAPC-OPB-E
200 Stovall Street, Rm 7N35
Alexandria, VA 22332-0411

WITH the Following Documents:

- Application
- ACRB (Documenting Corps Eligible Status)
- Mobility Agreement
- SF-50 (Broadband Demonstration)

Application Can Be Accessed at Website:

OPPORTUNITIES

EDUCATION/TRAINING OPPORTUNITIES

- Education
  - Acquisition Education, Training & Experience (AETE)
    - School of Choice
    - Senior Service College Fellowship Program
    - Naval Postgraduate School
  - Acquisition Tuition Assistance Program (ATAP)
    - Graduate and Undergraduate Degrees
    - Business Hours
- Training
  - DAU – Mandatory Online & Classroom
  - Army Acquisition Basic Course (Q-Course) in Huntsville
- Experience
  - Training With Industry/Regional Rotational Developmental Assignment Program (TWI/RDAP)
  - Competitive Development Group (CDG) Program

COMPETITIVE DEVELOPMENT GROUP (CDG) PROGRAM

- A Three-Year Developmental Program That Offers Board Selected Applicants Expanded Training, Leadership, Experiential and Other Career Development Opportunities Designed to Develop Future Army Acquisition Leaders.
- Open to GS-12/13s CEs or AAC Members With Level III Certification
- Annual Board Selection Program - Watch for Annual Announcement!
- Tailored Individual Development Plans
- Information Briefing Can Be Found at http://asc.rdaisa.army.mil
- Announcement and Application Information Will Be Posted at https://www.perscom.army.mil/opfam51/ambmain.htm

ACQUISITION CAREER EXPERIENCE (ACE) PROGRAM

- Developed in Response to the Army Acquisition Corps' Need to Augment the Workforce, and Desire to Develop Future Leaders.
- Paid, Academic/Government Summer Employment Program Designed to Recruit High Potential, Full-Time, Undergraduate Sophomore and Junior College Students Into the Army's Civilian Acquisition and Technology Workforce.
- Discipline of Study Must Underpin One of the Acquisition Career Fields and Students are Army Board Selected to Participate.
- Provides Students a Realistic Job Preview, Develops Their Skills Through Meaningful and Challenging Work, and Encourages Them to Consider a Career as a Civilian Employee Working for the Department of the Army.
- Upon Successful Completion of the ACE Program (Graduation from College and a Total of 640 Hours Worked), ASC Facilitates Non-Competitive Placement into a DA or “Local” Intern Position
- **Win-Win for School, Student, and Government**

UPCOMING EVENTS

UPCOMING EVENTS

- “2003 Acquisition Senior Leader’s Conference
  - August 12-14, 2003
  - Fort Lewis, Seattle, Washington
- AETE Regional Training Program
  - Mentoring Skills, Executive Leadership Inc.
  - August 18-20, 2003

UPCOMING EVENTS CONTINUED

- Army Acquisition Corps Ball
  - October 5, 2003
  - Location TBD, Washington, DC
- AUSA 2003
  - October 6-8, 2003
  - Washington Convention Center, Washington, DC

Visit the ASC Web Site http://asc.rdaisa.army.mil and the Southern/Western Region Web Site http://southernregion.redstone.army.mil/ Often for Updates Regarding These Events.

CONCLUSION

EIGHT STEPS TO ACQUISITION CAREER MANAGEMENT

- Know That Position is Identified as AL&TWF
- Prepare and Maintain an ACRB – https://rda.rdaisa.army.mil/cappmis/
- Prepare and Maintain an IDP – https://rda.rdaisa.army.mil/cappmis/
- Apply for DAU Courses - https://www.atrrs.army.mil/channels/atias/
- Obtain Certification
- Meet and Document CLP Mandate
- Apply for CE Status When Eligible
- Apply for AAC Membership When Eligible

Be Aware of What Opportunities the AL&TWF Can Provide !!

AL&TWF MEMBER ADVANTAGES!

- More Competitive for Promotions
- Can Compete for Certain GS-14/15 Positions if AAC Qualified
- Eligible for Exciting Training and Educational Opportunities
- Participate in Career Broadening Assignments
- Enables You to Provide the Best Equipment and Support to the Soldiers in the Field!

People, Partnership, Leadership:
"It's about people making a difference."

SOUTHERN/WESTERN REGION WEB SITE

Serving 20 States Across the Southern/ Western Region

Major Pages on the Site

Southern/Western Region
Home
What's New?
Site Map
Getting Started
Southern POCs
Western POCs
Career Information
Military
CLPs
Development Tools
FAQS
Links
We've Got You Covered
The Southern Region Army Acquisition Support Center Office provides career and professional development information and support to over 14,300 Acquisition and Technology Workforce (A&TWF) members over an eight state area (Oklahoma, Arkansas, Louisiana, Mississippi, Alabama, Tennessee, Georgia, and Florida). The office is located in Huntsville, Alabama and is staffed by a Regional Director and five Acquisition Career Managers.
The Western Region Army Acquisition Support Center Office provides career and professional development information and support to over 8000 Acquisition and Technology Workforce (A&TWF) members over a 12 state area (Washington, Oregon, California, Idaho, Nevada, Montana, Wyoming, Utah, Arizona, New Mexico, Colorado, Texas). The office is located in White Sands Missile Range NM and is staffed by two Acquisition Career Managers and one Career Management Support Specialist. The Regional Director is located in Huntsville, AL.
Objectives of the Southern and Western Region Office:
Promote Career Management Guidance
Enhance Communications to the Workforce
Increase Awareness of AAC Initiatives
Provide Education and Training Opportunities
Develop Future Leaders
Streamline Acquisition Support Structure
Implement Rotational/Developmental Assignments
Interface with Senior Leadership
Receive Feedback from the Acquisition and Technology Workforce
Army Acquisition Corps Home Page
Send Email to Webmaster with questions or comments about this web site
Last modified: 04/08/2003

Link to Army Acquisition Corps Acquisition Support Center Home Page

http://southernregion.redstone.army.mil/

USEFUL WEB SITES

AAC/ASC Home Page:	http://asc.rdaisa.army.mil ***
(Includes News, Publications, Career Development, Workforce, Policy, Organization, Contacts, Links)	
Southern/Western Region:	http://southernregion.redstone.army.mil/
Defense Acquisition University:	http://www.dau.mil/
OSD Acquisition:	http://www.acq.osd.mil/
Army Civilian Personnel Online:	http://cpol.army.mil
Data-On-Demand:	https://www.atrrs.army.mil/channels/dataondemand/
IDP (Choose IDP Option):	https://rda.rdaisa.army.mil/cappmis/
ACRB (Choose ACRB Option):	https://rda.rdaisa.army.mil/cappmis/
ATRRS (Choose AITAS Option):	https://rda.rdaisa.army.mil/cappmis/
PERSCOM:	https://www.perscomonline.army.mil/

ACQUISITION SUPPORT CENTER

Southern/Western Region
Career Development Seminar
7 August 2003

ACQUISITION SUPPORT CENTER

QUESTIONS???

Army Acquisition Corps

Questions ??